



2015 Progress Report Supplement (PRS) Data Collection

eGrants Step-by-Step Instructions for Grantees



RSVP

BEFORE GETTING STARTED

The following eGrants screen shots and instructions will walk you through completing the Progress Report Supplement (PRS) formerly known as the Project Profile and Volunteer Activity (PPVA). Below are a few tips to remember when completing your PRS.

1. All of the fields on the PRS are required. Each field must be completed in order to submit the PRS. If there are no numbers to report for a particular data field, please enter a "0".
 2. Please be sure to **scroll down to the end of each category** to ensure all required fields are filled in.
 3. You will be unable to make changes once the report has been submitted. To make changes after the submission, please contact your CNCS State Office.
 4. To print a copy of the PRS report, click on the **"Print PRS"** button on the "Review and Submit" screen.
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Instructions for Logging into eGrants

To log into eGrants: go to www.nationalservice.gov and scroll down to click on eGrants link.



You will be directed to the eGrants page on our website which gives you a brief introduction to eGrants and the eGrants Help Desk Information. You will then click on the eGrants Log-in link.

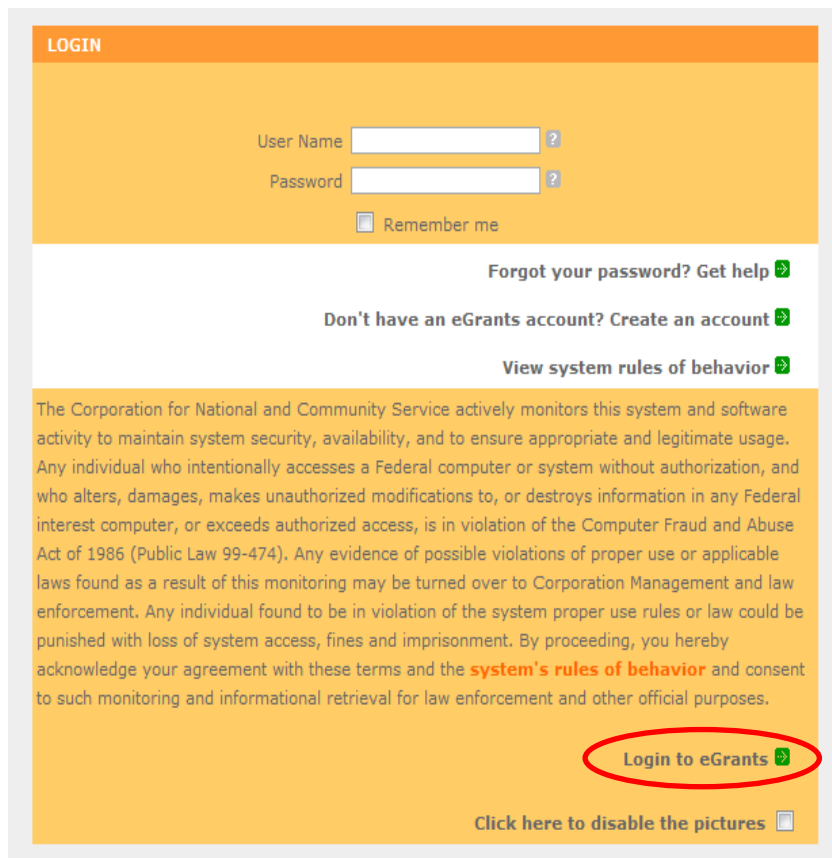


The eGrants log-in screen will appear.

***Note:** You may have to temporarily enable pop-ups in order to move forward.

All current and previous grantees can type in their grantee user name and password. Click the “*Login to eGrants*” link.

If you cannot remember your eGrants user name or password, please contact the National Service Hotline at (800) 942-2677 (M -Th., 9:00A.M. – 7:00P.M. Eastern Time).



Instructions for Entering Information in the Progress Report Supplement

Once you have logged into eGrants with your user name and password, you will be taken to the home screen.

Step (1) Click on the “*Progress Report Supplement*” under Reporting to CNCS.



Step (2) Select the most current grant number. The “**edit**” link will appear on the right column; click on it to fill out the PRS form. To ensure that you have selected the correct grant number, you can check the reporting period.

Change the screenshots below with the correct reporting date and due date.

Grant #13SRSFL004 - Senior Corps PRS				
Reporting Date	Due Date	Extension Date	Status	
10/01/2014 - 09/30/2015	11/04/2015		PRS Initial Entry	edit print

**Note: If you do not know your current grant number, please contact your CNCS State Office.*

Step (3) The next screen verifies the grant number with the program, the due date, the status, and the reporting period.

Please note the Due Date **(11/06/2015)** and the Reporting Period **(10/01/2014 – 09/30/2015)**.

Senior Corps PRS

cancel **next**

For information about the Progress Report Supplement ?

Senior Corps PRS

Grant# 13SRSFL004 - RSVP
Due Date: 11/04/2015
Status: PRS Initial Entry
Reporting Period: 10/01/2014 - 09/30/2015

PR Supplement

Senior Corps PRS

Demographics
Service Information
Client Information
Stations
Review and Submit

In the left column, you will notice different sections for entering specific data. You cannot move to the next section until you have completed all fields. By clicking the “*next*” button, you will be able to move to the next section.

Step (4) The first section is *Demographics* with four groups (Age Group, Gender, Ethnicity, and Racial Group). In this section, you will enter the number of volunteers in each field. All RSVP volunteers must be accounted for in the Age Group and Gender group. The sum of the number of volunteers in the subcategories of each group should be equal the total number of volunteers serving with your RSVP project. For Ethnicity and Racial Group, please enter all available information regarding the number of volunteers in each subcategory. Click “*next*” to continue to the next section.

Progress Report Supplement

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All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.

Be sure to scroll down to the end of each category to ensure completion of all required fields.

For more Information click here ?

Demographics

Age Group	# of Vols
55 to 59	<input type="text" value="0"/>
60 to 69	<input type="text" value="0"/>
70 to 79	<input type="text" value="0"/>
80 to 84	<input type="text" value="0"/>
85 and over	<input type="text" value="0"/>
Gender	# of Vols
Female	<input type="text" value="0"/>
Male	<input type="text" value="0"/>
Ethnicity	# of Vols
Hispanic or Latino	<input type="text" value="0"/>
Non-Hispanic or Non-Latino	<input type="text" value="0"/>
Racial Group	# of Vols
American Indian or Alaskan Native	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>
Native Hawaiian or Pacific Island	<input type="text" value="0"/>
White	<input type="text" value="0"/>


Step (5) The next section is *Service Information* with three groups (Volunteers, Hours Served, and Volunteers Separated). In this section, you will enter the number of volunteers in each field. Click “next” to continue to the next section.

Total number of US Armed Forces Service members serving as RSVP volunteers:

Enter the total number of RSVP volunteers who are also US Armed Forces Service members. US Armed Forces Service members include all types of military service (Reserve, National Guard, or Active).

Total number of volunteers serving as RSVP with family members actively serving the military:

Enter the total number of RSVP volunteers with family members who are actively serving in the military. Family member is defined as immediate family members related by blood, marriage, or adoption to a veteran of the US Armed Forces, including one who is deceased. This category includes only Active military.

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<p>All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.</p> <p>Be sure to scroll down to the end of each category to ensure completion of all required fields.</p> <p>For more Information click here </p>	
Service Information	
Volunteers	# of Vols
Total number of Volunteers	<input type="text" value="0"/>
No. RSVP Vols. serving to mobilize volunteers for other organizations	<input type="text" value="0"/>
No. of non-RSVP Vols. mobilized by RSVP vols. to serve in other orgs.	<input type="text" value="0"/>
Number of veterans serving as RSVP volunteers	<input type="text" value="0"/>
Total number of US Armed Forces Service members serving as RSVP volunteers	<input type="text" value="0"/>
Total number of volunteers serving as RSVP with family members actively serving in the military	<input type="text" value="0"/>
Hours Served	# of Vols
4 or Fewer Hours per week	<input type="text" value="0"/>
5 - 10 Hours per week	<input type="text" value="0"/>
11 - 19 Hours per week	<input type="text" value="0"/>
20 - 29 Hours per week	<input type="text" value="0"/>
30 or more hours per week	<input type="text" value="0"/>
Volunteers Separated	# of Vols
Employment, moved, family, new interests	<input type="text" value="0"/>
Health problems, death	<input type="text" value="0"/>
Transportation problems	<input type="text" value="0"/>
Poor performance	<input type="text" value="0"/>

Step (6) The next section is *Client Information* with one group (Clients Served). In this section, you will enter the number of clients in each field. Click “*next*” to continue to the next section.

The total number of US Armed Forces service members served includes all types of military services (Reserve, National Guard, or Active).

The total number of family members of US Armed Forces Service members served includes all types of military services (Reserve, National Guard, or Active). Family member is defined as immediate family members related by blood, marriage, or adoption to a veteran of the US Armed Forces, including one who is deceased.

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All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.

Be sure to scroll down to the end of each category to ensure completion of all required fields.

For more Information click here

Client Information

Clients Served	# of Clients
Total number of children of prisoners served	0
Total number of children mentored	0
Total number of veterans served	0
Total number of US Armed Forces service members served	0
Total number of family members of US Armed Forces service members served	0
Number of adult ex-offenders served	0
Total number of Immigrants served	0
Number of seniors receiving independent living services	0
Number of caregivers provided with respite	0

Step (7) The next section is *Stations* with two groups (Faith-based Stations and Disaster Recovery/Relief). In this section, you will enter the total number of faith-based stations and volunteers serving at those stations in each field. Click “*next*” to continue to the next section.

Progress Report Supplement

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All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields. For more Information click here ?

Stations

Faith Based Stations	# of Stations	# of Vols
Total number of faith-based Stations / Volunteers	<input type="text" value="0"/>	<input type="text" value="0"/>

Disaster Recovery/Relief	# of Stations	# of Vols
Total number of disaster services stations/volunteers	<input type="text" value="0"/>	<input type="text" value="0"/>

Enter the total number of disaster services stations and volunteers serving at those stations in each field.

Note: Information about other Volunteer Stations is collected via the Station Rosters submitted to the State Office at the time of the grant application submission.

Step (8) The last section is *Review and Submit*. In this section, you should click on “*View/Print PRS*” to confirm your responses. **Please review the Checklist on the following page to determine if the Progress Report Supplement is complete and ready to be submitted.**

If you need to change any responses, you can click any of the “*edit*” buttons for the appropriate section.

After any editing, click on

Review and Submit

Please review and submit your information

Grant# 13SRSFL004 - RSVP
Due Date: 11/04/2015
Status: PRS Initial Entry
Reporting Period: 10/01/2014 - 09/30/2015

Demographics: edit

Service Information: edit

Client Information: edit

Stations: edit

Available Actions: View/Print PRS

Submit Progress Report Supplement

the “*View/Print PRS*” again to confirm your answers are correct.

Click “*Submit Progress Report Supplement*” to complete the final step. This step submits your report to your Program Officer in the CNCS State Office.

Thank you

You have successfully completed the action to Submit Progress Report Supplement on 8/5/2014 at 12:00 PM, EDT.

[Return to Progress Report Supplement list](#) ➞

[Go to your eGrants home](#) ➞

RSVP PRS Grantee Checklist

- ☐ Have you **printed a copy** of the report and **verified the information** before submitting?
- ☐ Do all fields contain a number? If no information is available, is a “0” entered?
- ☐ Do the totals for all subcategories under **Age Group** equal **Total Number of Volunteers**?
- ☐ Do the totals for all subcategories under **Gender** equal **Total Number of Volunteers**?
- ☐ Have you entered all available information regarding volunteer numbers in each of the subcategories under **Ethnicity**?
- ☐ Have you entered all available information regarding volunteer numbers in each of the subcategories under **Racial Group**?
- ☐ Do the totals for all subcategories under **Hours Served** equal **Total Number of Volunteers**?

*We understand that some grantees do not collect information related to race and ethnicity. If you do not have data, please enter “0” in these fields.

Questions? Please contact your Program Officer in the Corporation State Office.